

# ENCOUNTER KEYS

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## VOID/REPLACE DUPLICATE ERROR PROBLEM

By this summer, AHCCCS expects to have corrected the void/replace duplicate error problem. AHCCCS will process all voids prior to New Day submissions. The preferred method of submission for void/replace encounters will be to submit both on the same file with all voids at the beginning of the file. [Separate files that contain void and replace encounters are also permitted.](#) When the implementation date gets closer, AHCCCS will give notice to its Contractors.

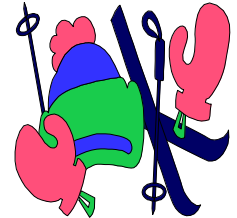
For FTP encounter submissions, each Plan ID has a daily log file that indicates if a file was received or not received.

The day after transmitting a file, the Plan should check the log file to make certain the file was received and passed pre-syntax.

New Day encounter submissions should undergo pre-syntax processing within 24-48 hours following receipt of files. If your file was submitted but not processed, review the transmission log. Interruptions during transmission may be one reason for incomplete files.

Incomplete files are not accepted for pre-syntax processing.

For example, if a Plan submitted encounter files on the 1st, 12th and 23rd of the month, the log file for the month would indicate that file  
FX000000.001,  
FX000000.002, etc.,  
was received on the 1st, file  
FX000000.001,  
FX000000.002, etc.,  
was received on the 12th, and  
FX000000.001,  
FX000000.002, etc.,  
was received on the 23rd.



*"It snowed and snowed, the whole world over,  
Snow swept the world from end to end.  
A candle burned on the table;  
A candle burned."  
Boris Pasternak, Dr. Zhivago, 1958*

## LOG FILES

The daily log file would also indicate that files were not received for the remaining days of the month.



*"All Nature wears one universal grin."  
Henry Fielding*



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## Dilemmas

For the months of January and February, pending encounters with the following error code conditions will not be sanctioned.

A950 – Data Gathering Error. **This edit is due to several system enhancements. It is anticipated that most of the encounters currently pending for A950 will be reprocessed during subsequent encounter cycles. Sanctions will be waived on any encounters delayed because of this issue.**

S385 – Service Units Exceed Maximum Allowed (only the 80000 procedure codes and the Dental Codes prior to 10/01/2000).

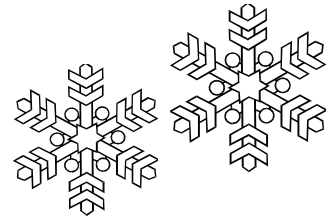
## JANUARY ENCOUNTER CYCLE ISSUES UPDATE

The following information was distributed to Contractors in a memorandum dated January 19, 2001.

- ♦ Certain encounter reports were not produced including pending encounter aging reports, duplicate encounter reports and the show-action reports.
- ♦ Some Contractor's pend correction files were failed erroneously for "trailer record missing or invalid". Affected Contractors should resubmit pend correction files that failed for this reason if the trailer record exists on the file.
- ♦ Some Contractors have reported that

their encounter "deletes" were not applied to encounters on the AHCCCS database.

We apologize for any inconvenience caused by these issues. Needless to say, sanctions will be waived on encounters delayed due to these problems. If you find any problems with either your data or your reports in addition to those mentioned above, please contact your Technical Assistant.



## REVISED ENCOUNTER MANUAL DISTRIBUTED

On January 26, 2001 the Revised Encounter Reporting User Manual was distributed to Contractors. Many of the changes are minor grammatical and spelling corrections. There have been extensive changes made as a result of the Dental Form-D, elimination of the encounter tape processing and implementation of FTP transmissions, and the addition of the Encounter Submission Tracking Report (ESTR). Please be sure that you review these changes and if there are any questions contact your Technical Assistant.



*"The heart that loves is always young."*  
Anonymous (Greek Proverb)

## RATE CHANGE FOR J2792

There has been an AHCCCS Fee-For-Service (FFS) fee schedule rate correction effective June 1, 2000 for HCPCS J2792 – Injection, RHO D, Immune Globulin, Intravenous, Human. The correct rate is \$134.90. FFS claims, previously reimbursed at \$22.48 per unit for J2792 for dates of service 6/1/2000 and after, will be adjusted at \$134.90 per unit.

## CORRECTION TO PROVIDER/ REFERENCE FILES FTP ADDRESS

The following correction should be noted for the FTP address for provider/reference files:

**The FTP VPN server - IP 170.68.21.54 - contains the  
Provider and Reference Files noted below.**

- FTP\PROD\SHAREINFO\PROVIDER\PROFILE.ZIP
- FTP\PROD\SHAREINFO\PROVIDER\PROVIDER.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\REFER01.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\REFER02.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\ECFLD.TXT
- FTP\PROD\SHAREINFO\REFERENCE\ECERR.TXT
- FTP\PROD\SHAREINFO\REFERENCE\ECERRFLD.TXT

**For ADHS USE ONLY the FTP server - 170.68.41.1 -  
contains the same provider and reference files.**

- FTP\PROD\SHAREINFO\PROVIDER\PROFILE.ZIP
- FTP\PROD\SHAREINFO\PROVIDER\PROVIDER.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\REFER01.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\REFER02.ZIP
- FTP\PROD\SHAREINFO\REFERENCE\ECFLD.TXT
- FTP\PROD\SHAREINFO\REFERENCE\ECERR.TXT
- FTP\PROD\SHAREINFO\REFERENCE\ECERRFLD.TXT

## NEW RECORD TYPE LAYOUT FOR PROVIDER PROFILE FILE (PROFILE.ZIP)

### 80 Column Format Provider Profile (P1)

Data Name	Picture	Actual Position		Remarks
		From	To	
Provider Type	X (02)	01	02	
Category of Service	X (02)	03	04	
Mand/Opt	X (01)	05	05	M (Mandatory) O (Optional)
Service From	X (11)	06	16	
Service To	X (11)	17	27	
Service Type	X (01)	28	28	
Eff. Begin Date	X (08)	29	36	YEARMMD
Eff. End Date	X (08)	37	44	YEARMMD Open ended if it is equal to 99999999
Filler	X (34)	45	78	
Record Type	X (02)	79	80	'P1'

## DENTAL SERVICES REPORTING

Effective 10/01/00 Contractors are required to submit Dental encounters on the Dental form (ADA). Only those dental services payable by Medicare are to be reported on the 1500.

## NEW ERROR

Listed below are new error codes that have been added to our system.

U436 – Discharge Hour Required On In-Patient Final Bill

Z725 – Exact Duplicate From Different Health Plans

## RECORD LAYOUT FOR NEW TYPE 'H4' (AHCCCS CATEGORY OF SERVICE CODES) IN FILE REFER01.ZIP.

### 80 Column Format

#### Medical Categories of Services

#### One Group of Services per Category of Service ("H4")

Data Name	Picture	Actual Position		Remarks
		From	To	
Category of Service	X (02)	01	02	
Service Type	X (01)	03	03	
Service From	X (11)	04	14	
Service To	X (11)	15	25	
Effective Begin Date	X (08)	26	33	YEARMMDD
Effective End Date	X (08)	34	41	YEARMMDD
				Open ended if it is equal to 99999999
Filler	X (37)	42	78	
Record Type	X (02)	79	80	"H4"

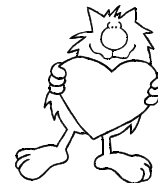
## UPDATED RECORD LAYOUT FOR TYPE 'T9' (FILE TRAILER) IN FILE REFER01.ZIP.

### 80 Column Format

#### Trailer (T9)

#### One Per File

Data Name	Picture	Actual Position		Remarks
		From	To	
Filler	X (12)	01	12	
Date Created	X (05)	13	17	YYDDD
Total Records	9 (10)	18	27	
Total Procedures	9 (06)	28	33	
Total Category of Service Records	9 (06)	34	39	
Filler	X (39)	40	78	"T9"
Record Type	X (02)	79	80	



"There are  
two tragedies  
in life. One is to lose your heart's  
desire. The other is to gain it."  
George Bernard Shaw

# ENCOUNTER FILE PROCESSING SCHEDULE

FILE PROCESS ACTIVITY	APRIL 2001	MAY 2001	JUNE 2001	JULY 2001	AUG 2001	SEPT 2001
Deadline for Corrected Pended Encounter and New Day File Submission to AHCCCS	MON <b>4/09/01</b> <b>6:00 am</b>	MON <b>5/07/01</b> <b>6:00 am</b>	MON <b>6/11/01</b> <b>6:00 am</b>	MON <b>7/09/01</b> <b>6:00 am</b>	MON <b>8/06/01</b> <b>6:00 am</b>	MON <b>9/10/01</b> <b>6:00 am</b>
Work Days for AHCCCS	7	7	7	7	7	7
Encounter Pended and Ad- judication Files Available to Health Plans	WED <b>4/18/01</b>	WED <b>5/16/01</b>	WED <b>6/20/01</b>	WED <b>7/18/01</b>	WED <b>8/15/01</b>	WED <b>9/19/01</b>
Work Days for Health Plans	13	17	12	13	17	13

## Note:

1. This schedule is subject to change. If untimely submission of an encounter is caused by an AHCCCS schedule change, a sanction against timeliness error will not be applied.
2. Per 10/1/2000 contract, Health Plans are required to correct each pending encounter within 120 days.
3. On deadline days, encounter **file(s) must arrive at AHCCCS by 6:00 a.m.** Files arriving after 6:00 a.m. may be processed the following cycle.

## ENCOUNTER KEYS INTERNET ADDRESS HAS CHANGED!

The internet address for the Encounter Keys is now:  
[www.ahcccs.state.az.us/Publications/Enc\\_keys/  
Enc\\_keys00/enc\\_keys00.asp](http://www.ahcccs.state.az.us/Publications/Enc_keys/Enc_keys00/enc_keys00.asp)